

South Carolina Department of Labor, Licensing and Regulation

Board of Dentistry

110 Centerview Drive, P.O. Box 11329

Columbia, South Carolina 29211-1329

(803) 896-4599; fax (803) 896-4719

www.llr.state.sc.us

Requirements and Instructions

Registration as Dental Technician or Orthodontic Technician in South Carolina

The South Carolina Board of Dentistry may issue a registration to perform dental technology or orthodontic technology work to an applicant that produces evidence satisfactory to the Board of meeting the following requirements.

APPLICANTS FOR REGISTRATION AS A DENTAL TECHNICIAN

1. Graduation of high school by diploma or equivalent: A notarized/certified copy of your high school diploma must be enclosed.
2. Documentation of 1) completion of a two-year course of study in a school for dental technological work acceptable to the Board or, in the alternative, 2) evidence of having performed dental technological work under the direct supervision of a licensed dentist or registered dental technician for a period of three years.
3. Three (3) original letters of recommendation from licensed dentists who can attest to your good moral character. These letters must identify the individual as a licensed dentist, be submitted on the signator's letterhead, and bear the original signature of the author.
4. Successful completion the South Carolina jurisprudence examination.
5. Successful completion of the written State Board Dental Technician Examination, administered at the Board office in Columbia; **OR** the written comprehensive examination of the National Board for Certification in Dental Laboratory Technology (NBC), administered at various times and locations throughout the country.

APPLICANTS FOR REGISTRATION AS AN ORTHODONTIC TECHNICIAN

1. Graduation of high school by diploma or equivalent: A notarized/certified copy of your high school diploma must be enclosed.
2. Three (3) original letters of recommendation from licensed dentists who can attest to your good moral character. These letters must identify the individual as a licensed dentist, be submitted on the signator's letterhead, and bear the original signature of the author.
3. Successful complete the South Carolina Dental Practice Act (jurisprudence) Examination;

The Application Process

1. The application fee of \$100.00 is required with your application. All application fees are non-refundable and non-transferable. The fee is to be paid by check or money order made payable to: LLR-Board of Dentistry.
2. The application must be fully completed with all requested information and documentation supplied. *The application form itself is a public document obtainable under the Freedom of Information Act.*
3. All documents and fees required to be submitted by you, or which must be requested from the appropriate institutions in the application process, must be mailed directly to:

SC BOARD OF DENTISTRY

PO BOX 11329

COLUMBIA SC 29211-1329

4. Applications are maintained in the Board office for a period of one (1) year. After such time the application is rendered void and the applicant must reapply and pay all required fees.

5. **Jurisprudence Examination:** Once our office receives your application and fee, you will be mailed instructions with your user id and password to take the exam online. A score of 70 or higher is considered a passing score.
6. **The State Board Dental Technician Examination** – if needed by dental technician applicants- is administered at the Board office, Synergy Business Park, Kingstree Building, 110 Centerview Drive, Columbia, South Carolina. This is a written exam on all phases of prosthetic dentistry, fixed and removable, laboratory techniques, procedures and occlusion, and infection control procedures. A “Study Guide for the Dental Technician Examination” is available online at the Board’s web site and is intended to assist applicants in preparation for this exam. Applicant should contact the Office of Licensure and Compliance at (803) 896-4599 to schedule this exam.
7. **The Written Comprehensive Examination of the NBC** – if needed by dental technician applicants - is offered at various times and locations throughout the country. Information regarding this exam, as well as a list of scheduled exam dates and sites, can be found on their web site at: <http://www.nbccert.org/CDT>.
8. Upon issuance of a SC registration number, an original wall certificate with a gold seal and wall certificate/wallet card will be mailed to you. Once you have been issued a registration number you may print a copy of your license by accessing the Board’s website at www.llr.state.sc.us/pol/dentistry, click on “Print copy of your license?” and follow the prompts. You may use this copy until receipt of your original license. Upon receipt of your original certificate, you are required to display it in a conspicuous place in the office in which you practice.
9. We do not make calls to applicants on the status of their application. An applicant may check the status of their application by accessing the Board’s website at www.llr.state.sc.us/pol/dentistry and click on “Application Status” and follow the prompts. If you relocate during the time that your application is being processed, at the Board’s website click on “Change Your Address” and follow the prompts.